



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 78-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 2/12/79	Application Number 63		Application Number 79-23	Date Received FEB 16 1979
2. Person to Contact William L. Kilroy, Jr.		Working Title Chief of Port Police	Date Completed MAR 14 1979	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		4. Dates of Series Earliest 1974 Latest To Date		
5. Records Series Title (followed by title used in office, if different) Fire Inspection Report File		6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Port Police Department is responsible for vehicle security (issuance and maintenance of all decal records, logging of non-registered vehicles, processing of incoming and outgoing trucks), internal security (conducting record checks for all new personnel, periodic testing of security procedures for integrity, investigation into background for Port Police personnel), physical security (conducting rolling patrols and regular key patrols through all areas of the Port). Maintain fire prevention systems, conduct fire prevention and fire fighting training for Port Police personnel. Enforces traffic ordinances, develops and maintains parking plan and maintains liaison with other agencies; example, Coast Guard, F.B.I., G.B.I., Customs including surveillance, investigation and pilferage activities.		
7. Record Series Description Documents relating to: Fire Inspection of G.P.A. facilities. included are: Periodic reports of fire extinguisher equipment, valve report, fire truck inspection, housekeeping, drain test for all facilities. File is arranged: Chronologically, current date on top.		8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>2</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?		
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 legal box</u>				

(Place an "X" in the proper column)

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 2 _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Chas S. Stued</i>	2/12/79	<i>Carol Moseley</i>	2-12-79

State Records Committee (Signature)		Date
State Auditor/Designee	<i>Wm. S. Stued</i>	3-13-79
Secretary of State/Designee	<i>Carroll Hart</i>	3-12-79
Attorney General/Designee	<i>M. W. Hill</i>	3-13-79

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)